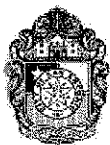


091 HUD Supplemental Conditions

This project is funded in whole or in part with funds from the U.S. Department of Housing and Urban Development. As a result, it is required that contractor complete this form and submit it on a monthly basis along with contractors pay estimate / payment application / invoice. The City will reject any invoice that does not contain this report.



City of San Antonio Section 3 Utilization Plan

Office of Grants Monitoring & Administration

Please fill this form out online and print it using the **Print** button provided.

[Frequently Asked Questions](#)

Contract Information

*Project Name: _____

*Name of Bidder/Proposer: _____

*Address: _____

*City: _____ *State: TX *Zip: _____

*Contact Person: _____

*Phone Number: _____ Email Address: _____

*Section 3 Certified Business? ☐ Yes ☐ No (If "Yes", include Certification Letter)

For a list of certified Section 3 Businesses and Individuals who are in our hiring database, please refer to the Grants Monitoring and Administration website at www.sanantonio.gov/gma or request an updated list by calling (210) 207-6600.

List all Subcontractors that will be used in this contract.

Section 3	Subcontractor	Subcontractor Award Amount	Certification Number
<input type="checkbox"/>	*Name: _____ *Address: _____ Email: _____ *Tax ID: _____		
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____		
<input type="checkbox"/>	Name: _____ Address: _____ Email: _____ Tax ID: _____		

Only companies certified as Section 3 businesses by the City of San Antonio can be applied toward the contracting goals. All Section 3 subcontractors must submit a copy of their certification through the General Contractor. Proof of certification must be attached to this form. If a business is not certified, please call the Office of Grants Monitoring and Administration, Special Project Division at (210) 207-6600 for information and details on how subcontractors may obtain certification.



City of San Antonio Section 3 Utilization Plan

Office of Grants Monitoring & Administration

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Estimate the number of employee new hires that will be brought onto the job, if awarded the contract. _____

What percentage of the new hires will be certified Section 3 individuals? _____

Describe how Section 3 individuals will be notified of employment opportunities.

Describe how bids from Section 3 businesses were solicited.

If Section 3 contracting and hiring goals were not achieved in a percentage that equals or exceeds the City's goals, please give an explanation.

List all bids from Section 3 contractors that were received, but rejected.

Business Name	Reason for Rejection

Affirmation

I hereby affirm that the above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this document shall be attached thereto and become a binding part of the contract.

Signature of Bidding Authority

Title

Date

Phone

For additional information, contact:
Section 3 Staff
Office of Grants Monitoring & Administration
1400 S. Flores, Unit 3
San Antonio, Texas 78204
(210) 207-6600



City of San Antonio
Certification for Section 3
Business

Office of Grants
Monitoring &
Administration

Contact Information

*First: _____ M.I.: _____ *Last: _____ Suffix: _____

*Name of Business or DBA: _____

*Address: _____ *Phone Number: _____

*City: _____ *County: _____ *State: TX *Zip: _____

Email Address: _____

*Type of Business: ☐ Corporation ☐ Sole Proprietorship ☐ Partnership ☐ Joint Venture

*Number of Employees: _____

Skill Category	Specific Skill Area	Proficiency Level	Add

*List Occupational Licenses or Certifications:

Businesses may become Section 3 Certified if they meet at least one (1) of the following HUD guidelines.

Select any that apply:

- ☐ 51% owned by a certified Section 3-eligible resident
- ☐ 30% or more of the business' permanent full-time employees are low-income (GMA may certify employees)
- ☐ 25% or more of subcontracts are awarded to certified Section 3 businesses



**City of San Antonio
Certification for Section 3
Business**

Office of Grants
Monitoring &
Administration

Affirmation

- ☐ By checking this box, I swear or affirm that the information contained on this form, to the best of my knowledge and belief is true, correct, and complete.

I understand that this information will be used to determine my eligibility to participate in the Section 3 Certification program.

My signature/printed name below signifies that I understand and authorize the City of San Antonio and U.S. Department of Housing and Urban Development (HUD) officials to verify all the information I provide regarding Section 3 Certification.

Applicant Signature/Printed Name

Date

Please be aware that any information on this form is subject to public disclosure laws.

A GMA staff member will contact you shortly to verify and document information provided.

Complete this form online. Use the **Submit** button to send the form for processing,
or use the **Print** button and Fax a copy to:

Section 3 Division

Fax Number: (210) 886-0006